UNITED
NATIONS

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Secretariat

ST/IC/1991/11
15 February 1991

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: 1991 COMPETITIVE EXAMINATION FOR CHINESE EDITORIAL ASSISTANTS

1. A competitive examination for Chinese editorial assistants will be held on 21 June 1991 in New York. The purpose of this examination is to establish a roster from which present and future vacancies for Chinese editorial assistants at the G-7 level in the Official Records Editing Section, Department of Conference Services, will be filled.

2. The examination is open to staff members of the Secretariat at Headquarters in the General Service and related categories.

3. Staff members applying for the examination must:

(a) Have satisfactorily completed their secondary education;

(b) Have an excellent working knowledge of Chinese, English and either French or Spanish. The Board of Examiners, appointed by the Assistant Secretary-General for Human Resources Management, requires that candidates be able to support their claims of knowledge of those languages by relevant documentation in their official status files. Staff members who have been enrolled in the United Nations Language Training Programme must have passed the language proficiency examination in those languages. Those who have not pursued language courses in the United Nations must substantiate their claim to knowledge of those languages by attaching to their applications photocopies of diplomas or certificates from a language school or a brief explanation of how they acquired their knowledge of the language claimed;

(c) Candidates who do not have a working knowledge of French or Spanish may be admitted to the examination provided that they furnish proof of enrolment in the United Nations Language Training Programme in either French or Spanish at the time

of the examination. In this case they will take the first part of the examination (see para. 5 (a)) only in English;

(d) Be able to type neatly and accurately in Chinese and English.

4. All applications will be reviewed by the Board of Examiners. All applicants will be notified of the Board's decision in respect of their application. The Board's decisions are final.

5. The written examination will consist of:

(a) Preparation and typing (on a typewriter) of texts in Chinese using models in English and either French or Spanish; and typing in English of a short corrected text in English (3 hours);

(b) Questions on research and verification techniques (1 hour and 45 minutes);

(c) Questions on United Nations documentation, including types, series and symbols (30 minutes);

(d) Questions on the structure of the United Nations system and the names of major international organizations (45 minutes).

The use of dictionaries or any other reference material is not permitted during the examination.

6. On the basis of the results of the written examination, the Board of Examiners will invite selected candidates to an interview, which will normally take place 10 to 12 weeks after the written examination. The purpose of the interview is to assess the candidate's suitability to perform as an editorial assistant, including ability to work as a member of a team. The interview is an integral part of the examination; therefore, candidates who are invited to an interview should not assume that they will be offered an assignment.

7. On the basis of the overall results of the examination, the Board will recommend to the Assistant Secretary-General for Human Resources Management the most suitable candidates for inclusion in the roster, which will be established on the basis of the ranking of the candidates' scores in the written examination. All candidates will be informed in writing of the Board's final recommendation in respect of their candidature. The Board's recommendations are not subject to appeal. The Board does not release individual scores.

8. Staff members included in the roster will be assigned to posts as and when vacancies occur in the Official Records Editing Section for a trial period of two years. Staff members who are already at the G-6 or G-7 level will be assigned at their respective level. Others at a lower level will be granted a special post allowance at the G-6 level. Staff members who complete the trial period successfully and are recommended by the Department of Conference Services and by the Office of Human Resources Management will be promoted to the G-7 level. Staff members who do not complete successfully the trial period will be reassigned to posts at their previous level and the special post allowance will be discontinued.

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9. Staff members who are successful in the examination in Chinese and English but who do not have a working knowledge of either French or Spanish and therefore, who do not pass this component of the examination, will be assigned at the G-5 level. Subsequently, staff members who regularly attend the language classes in either French or Spanish during the two-year trial period and who complete the trial period successfully, will be granted a special post allowance to G-6 level. Finally, those staff members who are successful in the language proficiency examination in either French or Spanish, and who are recommended by the Department of Conference Services and by the Office of Human Resources Management will have to take the first part of the examination (see para. 5 (a)) in French or Spanish before being promoted to the G-7 level.

10. The main duties and responsibilities of an editorial assistant are as follows:

(a) To research and verify references needed by the editors and to check the accuracy of texts from sound recordings of speeches;

(b) To prepare tables of contents, check-lists and other prefatory matter for printing;

(c) To type cover pages for printed official records;

(d) To maintain a complete file of relevant documents received and to retire to archives all essential records after the editors have completed their work.

Editorial assistants will be required to use word-processing equipment. Training, if necessary, will be provided.

11. Staff members applying for this examination should complete the attached form and submit it, not later than 10 May 1991, to the following office:

Competitive Examination for Chinese Editorial Assistants
General Service Staffing Section
Recruitment and Placement Division
Room DC1-222
United Nations Secretariat
New York, N.Y. 10017

12. A sample examination may be obtained from the Examinations and Tests Section, room S-2575.

APPLICATION

COMPETITIVE EXAMINATION FOR CHINESE EDITORIAL ASSISTANTS 1/
(Print or type)

INDEX NO. 2/ /_/_/_/_/_/_/

LAST NAME /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/ Category /_/_/ Level /_/_/

FIRST NAME /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/ Sex: Male /_/ Female /_/

Date of entry on duty: Month /_/_/ Year 19 /_/_/

Type of contract: _____ Expiration date: _____

Department/Office: _____ Duty station: _____

Room No. _____ Extension _____

Have you taken another United Nations competitive examination? Yes /_/ in 19 /_/_/ No /_/

What is your main language? /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/

A. Knowledge of other languages 3/

| Language(s) | United Nations language programme (Indicate highest level and date) | Courses taken at: Other institution (Name and location) |
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B. Educational qualifications

| Name of institution Place and country | Language of instruction | Attended from/to month/year month/year | Degree or equivalent | Main field of study |
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I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date: _____ Signature: _____

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## Notes

1/ Staff members applying for this examination MUST COMPLETE THIS APPLICATION FORM. Applications which are incomplete or do not include essential information or documentation (photocopies of documentation should be submitted) will be returned to the staff member FOR COMPLETION AND RESUBMISSION BEFORE THE DEADLINE FOR RECEIPT OF APPLICATIONS in the Recruitment and Placement Division. In this connection, staff members are informed that extensions for receipt of applications WILL NOT BE GRANTED. Therefore, staff members are advised to submit their applications without delay.

2/ Appears normally on your monthly salary statement and Personnel Action (P.5) forms. If not, please contact your Personnel Officer to obtain your number.

3/ Candidates are reminded that they must submit relevant documentation to substantiate their claims, as appropriate, in accordance with the provisions in paragraph 3 (b) of this circular.

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This portion will be returned to you to acknowledge receipt of your application.

1991 COMPETITIVE EXAMINATION FOR CHINESE EDITORIAL ASSISTANTS

The information below will be used as your mailing label. Please print or type legibly.

Name _____ DATE RECEIVED AT GSS/OHRM

Office _____ Room No. _____

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